



New Jersey Department of Children and Families Policy Manual

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SUBJECT: Harassment, Intimidation and Bullying of Students

EFFECTIVE DATE: October 30, 2009

REVISED: September 9, 2011

A. OBJECTIVES

To provide a safe and civil school environment in Department of Children and Families (DCF) and Department of Human Services (DHS) State facility education programs.

To appropriately address and deter, as feasible, acts of harassment, intimidation and bullying against students.

B. STANDARDS

1. In accordance with N.J.S.A. 18A:37-13 et seq., the harassment, intimidation or bullying of a student in a DCF or DHS State facility education program is prohibited on and off school property, including on a school bus, and at a school-sponsored function. Incidents that occur off school grounds are subject to the procedures in this policy when they substantially disrupt or interfere with the orderly operation of the school or the rights of other students.
2. A safe and civil environment in school is necessary for students to learn and achieve high academic standards, therefore, harassment/intimidation/ bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers shall be commended for demonstrating appropriate

behavior, treating others with civility and respect and refusing to tolerate harassment/intimidation/bullying.

3. DCF and DHS State facility education programs shall investigate each incident of harassment/intimidation/bullying within one day of receiving a verbal or written report.
4. Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment/intimidation/bullying.
5. Each DCF and DHS State facility education program shall appoint a School Anti-Bullying Specialist to lead investigations of harassment/intimidation/bullying and to provide additional support services.
6. The Office of Education shall appoint a District Anti-Bullying Coordinator to address all efforts in preventing, responding to and addressing harassment/intimidation/bullying in DCF and DHS State facility education programs.
7. Education staff shall be provided with training on the prevention of harassment/intimidation/bullying and the components of this policy.
8. Nothing contained in the "Anti-Bullying Bill of Rights Act," shall alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special educational services and supports.
9. For purposes of this policy, the terminology "harassment/intimidation/ bullying" shall be viewed as one single concept and not as three separate types of behavior. This concept may also be referred to as "HIB".

C. DEFINITION

"Harassment/intimidation/bullying" means any gesture or written, verbal or physical act, or any electronic communication (a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager), whether it be a single incident or a series of incidents, that is reasonably perceived as motivated by any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus or off school grounds in cases in which a school employee is made aware of such actions, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- has the effect of insulting or demeaning any student or group of students; or
- creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

D. PROCEDURES

1. The Director, DCF Office of Education (OOE) shall appoint a "District Anti-Bullying Coordinator" who shall:
 - a. Be trained as such by participating in appropriate seminars, workshops and other on-line training programs during the regular school schedule that are applicable to this role;
 - b. Be responsible for coordinating and strengthening the OOE's policies to prevent, identify, and address harassment/intimidation/bullying of students;
 - c. Collaborate with School Anti-Bullying Specialists in State facility education programs and the Director, OOE, to prevent, identify, and respond to harassment/intimidation/bullying of students;
 - d. Provide data, in collaboration with the Director, OOE, to the Department of Education regarding harassment/intimidation/bullying of students;
 - e. Execute such other duties related to school harassment/intimidation/ bullying as requested by the Director, OOE; and
 - f. Meet at least twice a school year with the Regional Schools' Anti-Bullying Specialists to discuss and strengthen procedures and policies to prevent, identify, and address harassment/intimidation/ bullying.
2. The Education Supervisor (ES), with the review and approval of the Regional Administrator, shall appoint a School Anti-Bullying Specialist from currently employed school personnel. The School Anti-Bullying Specialist shall:
 - a. Be trained as such by participating in appropriate seminars, workshops and other on-line training programs during the regular school schedule as identified by the District Anti-Bullying Coordinator;

- b. Participate on the school safety team and chair the team meetings for incidents which pertain to harassment/intimidation/bullying;
 - c. Lead the investigation of incidents of harassment/intimidation/bullying in the school; and
 - d. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment/intimidation/ bullying in the school.
3. Staff members, contracted service providers, parents, residential providers, visitors, students and volunteers who observe or have reliable information of an act of harassment/intimidation/bullying shall report to the ES or designee, and/or the School Anti-Bullying Specialist (if other than the ES) on the same day when the individual witnessed or received reliable information regarding any such incident.
- a. Upon receipt of a report, the ES, designee and Anti-Bullying Specialist shall confer with each other and shall immediately initiate the procedures in this policy.
 - b. Reports of harassment/intimidation/bullying shall be recorded on the “Report of Harassment/Intimidation/Bullying” form (Attachment 1) within two days of the observed or suspected incident.
 - 1) The report shall preferably be completed by the person making the verbal report but may also be completed with the assistance of the ES or the School Anti-Bullying Specialist.
 - 2) The “Report of Harassment/Intimidation/Bullying” form shall be provided to the School Anti-Bullying Specialist.
 - 3) The School Anti-Bullying Specialist shall confer with the ES upon receiving this report form.
 - c. A copy of the “Report of Harassment/Intimidation/Bullying” form shall be provided to the School Anti-Bullying Specialist, the Regional Administrator, the ES and the District Anti-Bullying Coordinator at the OOE.
 - d. Reports may be made anonymously, but disciplinary action shall not be based solely on the basis of an anonymous report.
 - e. Blank copies of the “Report of Harassment/Intimidation/Bullying” form shall be placed next to the Visitor’s Log and at any other location in the school that is readily accessible to students, parents, volunteers and visitors.

- f. The “Report of Harassment/Intimidation/Bullying” form shall be maintained by the ES separately from the student records in a secure location in the office.
 - 1) This report serves as a school record documenting information relevant to the management of harassment/ intimidation/bullying incidents.
 - 2) This report shall be subject to the applicable “agency retention schedule” as published by the Division of Archives and Records Management within the Department of State.
 - g. Pursuant to N.J.S.A. 18A:37-16 (c), a school employee who reports such an act is immune from a cause of action for damages arising from any failure to remedy the reported incident.
- 4. A school administrator who receives a report of harassment/intimidation/ bullying from a school employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment/ intimidation/bullying and fails to take sufficient action to minimize or eliminate the harassment/intimidation/bullying, may be subject to disciplinary action.
 - 5. Other members of the school community such as students, parents, volunteers and visitors shall be encouraged to report any act of harassment/intimidation/bullying to the ES or designee.
 - 6. The ES shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services.
 - a. The resources may be external to the school and may include the appropriate agencies identified on the DCF Portal Page.
 - b. The ES shall maintain a record of the resources that were furnished to the parents.
 - 7. The ES shall complete an Unusual Incident Report (UIR), in accordance with OOE Policy # 29, “Reporting Unusual Incidents” which, at a minimum should reference Type Code AB310 (Abuse: Verbal/ Psychological/Mistreatment) and shall:
 - a. Notify law enforcement authorities, as may be required in the Incident Category List of the Unusual Incident Reporting Management System (UIRMS);
 - b. Notify the appropriate Regional Administrator of the UIR; and
 - c. Notify the District Anti-Bullying Coordinator of the UIR.

8. Within one day of receiving a verbal or written report, the ES, or designee, shall direct the school's Anti-Bullying Specialist to initiate a prompt, thorough and complete investigation of an alleged act of harassment/ intimidation/bullying and to determine the validity of the reported violation and to document the findings on the "Investigation Report: Harassment/ Intimidation/Bullying Incident" (Attachment 2).
 - a. The ES may appoint additional personnel who are not School Anti-Bullying Specialists to assist in the investigation.
 - b. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the alleged incident.
 - 1) In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the School Anti-Bullying Specialist or the ES may amend the Investigation Report to reflect the information.
 - 2) Subsequent information shall be added to the Investigation Report as it becomes necessary, based on the progress and follow-up actions of the incident.
 - c. The results of the investigation as contained within the Investigation Report: Harassment/Intimidation/Bullying Incident (Attachment 2) shall be provided to the School Anti-Bullying Specialist, Regional Administrator, District Anti-Bullying Coordinator, and Director, Office of Education within two school days of the completion of the investigation.
 - d. The Investigation Report: Harassment/Intimidation/Bullying Incident shall be maintained by the ES separately from the student records in a secure location in the office.
 - 1) This report serves as a school record documenting information relevant to the management of harassment/ intimidation/bullying incidents.
 - 2) This report shall be subject to the applicable "agency retention schedule" as published by the Division of Archives and Records Management within the Department of State.
 - e. The Director, OOE, shall ensure that the Code of Student Conduct has been implemented and may decide to provide intervention services, establish training programs to reduce harassment/ intimidation/bullying and enhance school climate, impose discipline, order counseling as a result of

the findings of the investigation, or take or recommend other appropriate action as necessary.

- f. Parents or guardians of the students who are parties to the investigation shall be entitled to receive information about the investigation in accordance with Federal and State law and regulation including the nature of the investigation, whether the State facility education program staff found evidence of harassment/intimidation/ bullying, or whether discipline was imposed or services provided to address the incident of harassment/intimidation/bullying. This information shall be documented on the Parental Communication Letter (Attachment 3) and provided to the parent/guardian within five school days after the results of the investigation are reported.
 - 1) A copy of this letter shall be maintained in the student record within the “correspondence” section and distributed to others as indicated on the copy list.
- g. Student confidentiality shall be maintained throughout the investigation of any incident of harassment/intimidation/bullying of a student, including the confidentiality of student records and student identity, in conformance with OOE Policy # 4, “Student Records.”
- h. A parent or guardian may contact the ES to request a meeting after receiving the information, which shall be held within 10 days of the request. The meeting shall be confidential and may include the School Anti-Bullying Specialist and the District Anti-Bullying Coordinator as participants, discussion about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents. Student confidentiality, including safeguarding the identities of other students, shall be maintained at all times throughout the meeting. The results of this meeting shall be recorded on the “Documentation of Meeting Requested by Parent(s): Harassment/Intimidation/Bullying Incident” (Attachment 4) and be maintained by the ES with the corresponding Investigation Report in a secure location in the office.
 - 1) Only the initials of other students shall be recorded on this documentation form to protect student confidentiality.
 - 2) A copy of this form shall be maintained in the student record within the “correspondence” section and distributed to others as indicated on the copy list.
- i. The parent may appeal to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than the 90 days after the conclusion of the meeting.

- j. A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment/intimidation/bullying based on membership in a protected group as enumerated in the “Law Against Discrimination,” P.L.1945, c.169 (C.10:5-1 et seq.).
- 9. The ES, in conjunction with the school’s Anti-Bullying Specialist, shall determine the range of ways in which the school will respond to an incident of harassment/intimidation/bullying but shall include an appropriate combination of counseling, support services, intervention services, and other programs as defined by the Commissioner of Education.
 - 10. The following factors shall be considered when responding to confirmed acts of harassment/intimidation/bullying: Some instances may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment/intimidation/bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment/intimidation/ bullying may range from positive behavioral interventions up to and including suspension as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, and OOE Policy # 33 “Student Conduct”.
 - 11. The ES, in conjunction with the school’s Anti-Bullying Specialist, shall determine appropriate responses to harassment/intimidation/bullying that occurs off school grounds, in cases in which a school employee is made aware of such actions. The responses to harassment/intimidation/ bullying that occur off school grounds shall be consistent with the code of student conduct and other provisions of this policy.
 - 12. The school safety team in a DCF Regional School shall develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school as they relate to harassment/intimidation/bullying.
 - 13. For purposes of incidents of harassment/intimidation/bullying, the school safety team shall:
 - a. Be comprised of the ES, the school’s Anti-Bullying Specialist, a teacher, a parent of a student and others as necessary and as determined by the ES;
 - b. Be chaired by the school’s Anti-Bullying Specialist; and

- c. Meet at least twice a year for these general tasks identified in items 12 and 14 in this section.
14. The responsibilities of the school safety team are as follows:
- a. Receive any complaints of harassment/intimidation/bullying of students that have been reported to the ES;
 - b. Receive copies of any report prepared after an investigation of an incident of harassment/intimidation/bullying;
 - c. Identify and address patterns of harassment/intimidation/bullying of students in the school;
 - d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment/intimidation/bullying of students;
 - e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment/intimidation/ bullying of students;
 - f. Participate in the training required pursuant to the provisions of P.L.2002, c.83 (C.18A:37-13 et seq.) and other training which the ES or the Office of Education's District Anti-Bullying Coordinator may request;
 - g. Collaborate with the District Anti-Bullying Coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment/intimidation/bullying of students; and
 - h. Execute such other duties related to harassment/intimidation/bullying as requested by the ES or District Anti-Bullying Coordinator.
15. The members of a school safety team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches.
16. A parent who is a member of the school safety team shall not participate in the activities of the team which may compromise the confidentiality of a student.
17. The reprisal, retaliation and/or false accusation against any student, staff member, victim, witness or any other person who reports or who has reliable information about an act of harassment/intimidation/bullying is prohibited.
18. The ES or designee shall determine the appropriate consequences and remedial action for a student, staff person, contracted service provider, visitor or volunteer

who has falsely accused another individual as a means of retaliation/reprisal or as a means of harassment/intimidation/bullying.

- a. The consequences shall be determined after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations.
 - b. The consequences for a student shall be applied in accordance with this policy and OOE Policy # 33, "Student Conduct."
 - c. The consequences for a staff person shall be applied in accordance with the appropriate corrective actions and disciplinary measures as directed by the applicable Office of Cooperative Labor Relations and Office of Equal Employment Opportunity/ Affirmative Action (EEO/AA).
 - d. The consequences for a contracted service provider shall be applied in accordance with the policies of the vendor and the existing contract. Referral to the Office of Equal Employment Opportunity/Affirmative Action (EEO/AA) will be made, as appropriate.
 - e. The consequences and appropriate remedial action for a visitor or volunteer shall be determined after consideration of the nature, severity and circumstances of the act, including law enforcement reports or other legal actions, and may include removal of building or grounds privileges, prohibiting contact with students and/or prohibiting the provision of student services.
 - f. A victim shall not be prohibited from seeking redress under any other available law, either civil or criminal.
19. The general behavior expected from all students is as follows:
- a. Students shall conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities;
 - b. Students shall demonstrate a proper regard for the rights and welfare of other students and school staff;
 - c. Students shall recognize the educational purpose underlying all school activities;
 - d. Students shall obey the constituted authority of teachers, administrators and all staff employed in DCF/DHS State facility education programs;
 - e. Students shall demonstrate care of school facilities, materials and equipment; and

- f. Students shall additionally conduct themselves in accordance with the Code of Student Conduct.
- 20. Each DCF State facility education program shall establish a school climate which shall take into account the following elements and desired student responses:
 - a. Standards for student behavior shall be set cooperatively through interaction among the parents and other community representatives, school administrators, school employees, school volunteers and students, to develop a school climate that encourages students to grow in self-discipline.
 - b. The development of the school climate requires respect for self and others, as well as for school and community property on the part of students, staff and community members.
 - c. Students are expected to behave in a way that creates a supportive learning environment.
 - d. The best discipline is self-imposed, and, it is the responsibility of staff to use instances of violations of the code of student conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior.
 - e. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.
- 21. Since the "bystander support" of harassment/intimidation/bullying reinforces these intolerable behaviors, both the active and passive support for acts of harassment/intimidation/bullying shall be prohibited in DCF and DHS State facility education programs. Students shall be supported, reinforced and protected when they demonstrate any of the following actions:
 - a. Are observed walking away from acts of harassment/intimidation/ bullying;
 - b. Constructively attempt to stop acts of harassment/intimidation/bullying; and
 - c. Report acts of harassment/intimidation/bullying to the designated school staff.
- 22. For a student who commits an act of harassment/intimidation/bullying, the ES or designee in consultation with the School Anti-Bullying Specialist, shall determine the appropriate consequences and remedial actions which may range from positive behavioral interventions up to and including suspension as permitted under OOE Policy #33, "Student Conduct." When making such a determination, the ES or designee and the School Anti-Bullying Specialist shall consider the following factors and conditions:

- a. General factors for determining consequences shall include:
- 1) Age, developmental and maturity levels of the parties involved;
 - 2) Degrees of harm;
 - 3) Surrounding circumstances;
 - 4) Nature and severity of the behaviors;
 - 5) Incidences; whether isolated or part of a past and/or a continuing pattern of behavior;
 - 6) Relationships between the parties involved; and
 - 7) Context in which the alleged incidents occurred.
- b. Personal factors for determining remedial measures shall include:
- 1) Life skill deficiencies;
 - 2) Social relationships;
 - 3) Strengths;
 - 4) Talents;
 - 5) Traits;
 - 6) Interests;
 - 7) Hobbies;
 - 8) Extra-curricular activities;
 - 9) Classroom participation;
 - 10) Academic performance; and
 - 11) Relationship to students and the DCF school system
- c. Environmental factors for determining remedial measures shall include:
- 1) School culture;
 - 2) School climate;
 - 3) Student-staff relationships and staff behavior toward the student;
 - 4) Alignment of personnel resources;
 - 5) General staff management of classrooms or other educational environments;
 - 6) Staff ability to prevent and manage difficult or inflammatory situations;
 - 7) Social-emotional and behavioral supports;
 - 8) Social relationships;
 - 9) Community activities;
 - 10) Neighborhood situation; and
 - 11) Family situation.
- d. Examples of consequences in consideration of the above-cited factors shall include and shall be applied as outlined in the Code of Student Conduct and OOE Policy # 33:
- 1) Admonishment;
 - 2) Temporary removal from the classroom;

- 3) Deprivation of privileges;
 - 4) Classroom or administrative detention;
 - 5) Referral to school “disciplinarian” (ES or designee);
 - 6) In-school suspension during the school day; and
 - 7) Out-of-school suspension.
- e. Examples of personal remedial measures shall include:
- 1) Restitution and restoration;
 - 2) Mediation;
 - 3) Corrective instruction or other relevant learning or service experience;
 - 4) Supportive student interventions, including participation of the Intervention and Referral Services team, pursuant to N.J.A.C. 6A:16-8 and OOE Policy # 42, “Intervention and Referral Services”;
 - 5) Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
 - 6) Behavioral management plan, with benchmarks that are closely monitored;
 - 7) A behavioral contract;
 - 8) Assignment of leadership responsibilities (e.g., hallway or bus monitor);
 - 9) Involvement of school “disciplinarian” (ES or designee) or other “resource person”;
 - 10) Student counseling;
 - 11) Parent conferences; and
 - 12) Student treatment or therapy, as applicable.
- f. Examples of environmental remedial measures shall include:
- 1) School surveys or other strategies for determining the conditions contributing to harassment/intimidation/bullying;
 - 2) School culture change;
 - 3) School climate improvement;
 - 4) Adoption of research-based, systemic bullying prevention programs;
 - 5) School policy and procedures revisions;
 - 6) Modifications of schedules;
 - 7) Adjustments in hallway traffic;
 - 8) Modifications in student routes or patterns traveling to and from school;
 - 9) Supervision of student before and after school, including school transportation;
 - 10) Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
 - 11) Realignment of personnel resources;
 - 12) Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
 - 13) General professional development programs for certificated and non-certificated staff;
 - 14) Professional development plans for involved staff;

- 15) Disciplinary action for school staff who contributed to the problem;
 - 16) Supportive institutional interventions, including participation of the Intervention and Referral Services team, pursuant to OOE Policy # 42;
 - 17) Conferences with parents, caregivers and clinical staff;
 - 18) Development of a general bullying response plan; and
 - 19) Law enforcement involvement (e.g., probation officer, DHS or local police).
23. In addition to responding properly to the individual who committed the act, the ES or designee shall address the issue at the classroom and school level, provide support for the victims of harassment/intimidation/bullying, and apply corrective actions for documented systemic problems related to any such incident, as appropriate.

E. TRAINING AND POLICY AWARENESS

1. Upon hire and annually thereafter, the OOE shall review the training needs of staff and volunteers to ensure the implementation of this policy and to provide training including instruction on preventing bullying on the basis of the protected categories enumerated in section 2 of P.L.2002, c.83 (C.18A:37-14) and other distinguishing characteristics that may incite incidents of discrimination or harassment/intimidation/bullying, as needed.
2. Within each five-year professional development cycle, all State facility education program staff shall complete at least two hours of instruction on suicide prevention which now must include the topic of harassment/intimidation/bullying prevention.
 - a. The two hours of instruction shall be provided by a licensed health care professional with training and experience in mental health issues.
 - b. The instruction shall include information on the relationship between the risk of suicide and incidents of harassment/intimidation/bullying and information on reducing the risk of suicide in students who are members of communities identified as at high risk of suicide.
3. The OOE shall annually establish, implement, document, and assess bullying prevention programs or approaches, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members for its Regional Schools. The programs or approaches shall be designed to create school-wide conditions to prevent and address harassment/intimidation/bullying.
4. Each DCF or DHS State facility education program shall determine if certain harassment/intimidation/bullying characteristics are present in the school and shall develop a programmatic response, in consultation with the OOE District

Anti-Bullying Coordinator, and the appropriate Regional or OOE Administrator, to address any emerging issues.

5. State facility education programs shall also observe the week beginning with the first Monday in October of each year, which has been designated as a “Week of Respect” in the State of New Jersey. The activities shall include, at a minimum:
 - a. Provision of age-appropriate instruction focusing on preventing harassment/intimidation/bullying; and
 - b. Provision of ongoing, proactive, age-appropriate instruction and activities for students in accordance with the core curriculum content standards, to reduce/deter/eliminate acts of harassment/intimidation/ bullying throughout the school year.
6. This policy shall be made available to students, parents and staff, as follows:
 - a. Upon enrollment, students and parents/legal guardians shall be provided with a copy of this policy and be informed about the key elements of this policy, and shall be apprised that the policy is accessible from the Department of Children and Families website, within the section containing information on the Office of Education. This policy applies on and off school grounds, including on a school bus and at school-sponsored functions.
 - b. At least annually, each DCF and DHS State facility education program shall discuss this policy with students, as appropriate.
 - c. Staff and volunteers who have significant contact with students shall be provided with a copy of this policy.
 - d. Annually, and upon revision, this policy shall be redistributed to students and parents/legal guardians.
7. This policy shall be referenced in any approved publication which sets forth the comprehensive rules, procedures and standards of conduct for DCF and DHS State facility education programs.
8. The DCF OOE shall include input from the schools’ Anti-Bullying Specialists to annually conduct a reevaluation of this policy and make recommendations for revisions and additions as appropriate.

Debra Stewart

Director

Attachment:

[Attachment A-1:](#) Report of Harassment/Intimidation/Bullying

[Attachment A-2:](#) Investigation Report: Harassment/Intimidation/Bullying

[Attachment A-3:](#) Parental Communication Letter

[Attachment A-4:](#) Documentation of Meeting Requested by Parent(s): Harassment/